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OSS
Form 21No. 30

OFFICE OF STRATEGIC SERVICES

10 December, 19 43REQUEST FOR TRAVEL ORDERName Charles C. Michaelis Title 2d Lt., OMC
0-1596734 Official Station Wash., D.C.

1. Itinerary and justification of proposed travel:

Request necessary travel orders be issued subject officer. He will leave Washington, D.C. on or about 10 December 1943 and will proceed to New York, N. Y. on official duty. Upon completion of this temporary duty subject officer will return to his proper station.

2. Duration of travel or authority requested approximately 4 days

3. Mode of travel (check "X")

☒ Common carrier. ☐ Personally-owned automobile. ☐ Gov. vehicle.
☐ Airplane. ☐ Extra-fare train. ☐

4. Allowance for personally-owned automobile recommended on following basis:

☐ (a) .08 cents per mile, as being more economical and advantageous to the Government.
☐ (b) _____ cents per mile limited to cost of similar travel by common carrier.
☐ (c) _____ Actual expense.

5. Per diem allowance recommended:

6. Number of transportation requests required _____ Tax exemption certificates required _____

7. Estimated cost, \$ _____

8. Special provisions:

APPROVED: For Chief SO:

J. Freeman Lincoln
Appropriation and Project

1141300.031 Salaries and Expenses, Office of
Strategic Services, 1944

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